



St. Ann's R.C. Primary School,  
Derbyshire Lane  
Stretford

**Microsoft TEAMS  
Code of Conduct**

***'We, the family of St. Ann's, rejoice in our learning;  
striving for excellence. We challenge ourselves, follow  
Jesus and empower each other to be the best we can be.***

***Motivate, learn, inspire.'***

Created: February 2021

Review Date:

To ensure that all children and staff are safeguarded when using Microsoft TEAMS, we ask that the following guidance is followed. **By accessing Microsoft TEAMS, you, as the parents/guardians, are agreeing to the following terms of use:**

#### General use of Microsoft TEAMS

1. Your child's log in details must not be shared with anyone else.
2. Any device that is being used to access TEAMS should be in a suitable communal area.
3. Screenshots of any activity on Microsoft TEAMS is not permitted.
4. Parents/guardians and children are able to contact their year group teachers using the chat function or by email.
- 5. Parents are responsible for their child's TEAMS account.**

#### Pre-recorded Lessons

1. Videos created by staff must not be shared in any way.

#### Live sessions

1. The parent/guardian are acting as the responsible adult for the duration of any live sessions/meetings/video calls, which your child is taking part in.
2. In allowing your child to accept the invitation to a live session, you are giving consent for them to take part.
3. Your child must be in a suitable communal area when accessing the live sessions and background noise should be kept to a minimum.
4. An adult must be present in the same room as your child at all times.
5. All participants, staff, parents and children, must wear suitable clothing.
6. Prior to any live sessions/meetings, children will be placed in a virtual waiting room for the teacher to admit them to the session.
7. Cameras must be switched on at the start of the session.
8. In the event that a meeting/session is to be recorded, the teacher will ask for all pupils to switch off their cameras before any recordings take place. *(see below for further information about recorded lessons)*
9. Everyone present in the meeting must use appropriate language throughout.
10. Use of the chat function within the meeting/session is to be used as directed by the teacher.
11. Staff are the host in all sessions and will use the mute function at appropriate times to ensure that all users can hear one person at a time.
12. Recording of sessions is only permitted by the teacher as outlined below.
13. Children are to display the same standard of behaviour that is expected in school. Any child not adhering to school behaviour expectations may be removed from the meeting/session.
14. Anyone found to be in breach of these terms might not be permitted to attend any further live sessions/meetings.
15. Whilst Microsoft TEAMS is being used for educational purposes, we are aware of the value it has to allow children to keep in contact with each other. The school does not take responsibility for any misuse of the system outside the school day.

#### Recorded sessions

In order to make our remote provision accessible to all, some lessons will be recorded for children to view at a later time. Clear indication will be given on the daily time table of which lessons will be recorded. By allowing your child to access this session live, you are agreeing to allow your child to

become part of the recording. Recorded sessions will be available on your child's Year Group Team only and must not be screenshot or shared elsewhere.